

REVISED VACANCY NOTICE REVISED

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Asst. Admin. Community & Planning Serv.</u></p> <p>SALARY RANGE: <u>135 55366-62704</u></p> <p>Department or Agency Name: <u>Health</u></p> <p>Division/Section/Unit: <u>Environmental Health</u></p> <p>Assignment(s) / Comments: <u>Applicants must maintain a valid driver's license and use of an insured personal vehicle.</u></p> <p>Shift and Days: <u>Hours: 8:30am - 4:30pm</u></p> <p>Restrictions/Limitations: _____</p> <p>Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____</p> <p>Name of Bargaining Unit Union: _____</p> <p>There is ____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>	<p>CLASSIFICATION CODE: <u>02502233</u></p> <p>REFERENCE POSITION NO.: <u>1170-10000-126</u></p> <p>APPLICATION PERIOD: <u>02/22/05-03/11/05</u></p> <p>Job Location: <u>3 Capitol Hill, Providence</u></p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Title of your present position and date you entered it</i> • <i>Date you entered State service</i> • <i>Name of department where you are currently employed</i> • <i>Your business telephone number</i> • <i>Present Union Affiliations</i> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</p> <p>• Reasonable Accommodations:</p> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</p> <p>• Medical Information:</p> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</p>	
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>This position serves as the Financial Administrator for the Division of Environmental Health and for the Department's Bioterrorism Preparedness and Response Program with a total budget of approximately \$20 million. Duties include preparation of the state budget to support Division programs; preparation of federal grant proposals; design, implementation and management of a financial management tracking system; analysis and interpretation of financial data for planning, preparing budgets, and forecasting expenditures, cash flows and expenditure tracking patterns; writing contract specifications and negotiation of contracts; coordination of projects and reports with program managers; review of budget objectives and redirection of funds as necessary to optimize program effectiveness and ensure timely spending; and miscellaneous projects and ongoing administrative functions including personnel administration, to support overall operation of the Division and the bioterrorism program. Supervise budget, finance and other staff as assigned.</p>	
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>Possession of a master's degree from an accredited institution of higher learning in the field of social work, public administration, business administration or a closely related field; and considerable employment in a responsible administrative position involving the development of programs, policies and procedures for social programs. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>	
Where to Apply	<p><i>Apply within the application period as shown on this announcement.</i> NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <div style="display: flex; justify-content: space-between;"> <div> <p>Kathy Guadagno Office of Health Personnel 3 Capitol Hill, Room 402 Providence, RI 02908</p> </div> <div> <p>Telephone #: <u>222-2265</u></p> <p>Fax #: <u>222-1256</u></p> <p>TTY/TDD #: <u>1-800-745-5555</u></p> <p>(Telecommunication Device for the Deaf)</p> </div> </div>	



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